

# Andover Supplementary Regulations

August 21, 2001	Fees for Copies of Public Records	<p style="text-align: center;"><u>FEES FOR COPIES OF PUBLIC RECORDS</u></p> <p>1.Except where fees for copies and research of public records are prescribed by state statute or local by-laws, the Retirement Office shall charge no more than the following fees for copies of public records:</p> <p>a. For photocopies of a public record of standard reproducible size (8 1/2" x 11"): \$.20 per page.</p> <p>b. For requests which take more than 20 minutes to complete: A prorated fee of \$10.00 per hour for search time, with a minimum charge of \$5.00 (in addition to per page copy costs).</p> <p>c. For computer printout copies of a public record: \$.50 per page.</p> <p>d. For copies of public records not accessible using standard means: Actual cost of labor and materials.</p> <p>2.The Retirement Office shall provide, if requested, a written good faith estimate of the copying and search time fees prior to complying with the request when the total costs are estimated to exceed ten dollars.</p> <p>3.The Retirement Office will not assess a fee for the inspection of public records, unless compliance with such request for inspection takes more than 20 minutes, in which case lb shall apply.</p> <p style="text-align: center;">DOCUMENT AVAILABILITY</p> <p>1.Requests for copies will be handled expeditiously; however, in those instances when staff time is not available, individuals will be advised when copies will be available.</p> <p>2. Copies must be made by Retirement staff.</p> <p>3. Documents may be viewed within the Retirement Office, with staff approval as to time and location, and will be responded to in an expeditious manner.</p>
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		4. Members of committees requesting copies of public records will be charged a fee unless a letter is presented from the committee chairman (or designee) requesting the document for the use of the entire committee.
March 12, 2001	Option	The spouse of any married employee retiring under G.L. c. 32 must sign the acknowledgement of his or her retiring spouse's option choice in the presence of an Andover Retirement Contributory System staff or Board member
March 31, 1997	Veterans' Service	Guidelines for purchases of veterans' service under chapter 71 of the acts of 1996.
March 2, 1989	Form	Denial of disability retirement application form.